



# Applying to Graduate

Appalachian State officially began a new deadline for applying to graduate in Fall 2014. Under this policy, students must apply to graduate THE SEMESTER PRIOR TO THEIR LAST SEMESTER in which they are taking courses.



Many people are confused by the graduation/commencement terms. The difference is as follows:

**GRADUATION:** The official date that all degree requirements are **completed**. All general education, major, minor, certificates, internships, incomplete grades, etc. must be COMPLETE. Graduation happens three times per year: May, August, & December

**COMMENCEMENT:** The ceremony to celebrate a student’s achievements. Commencement only happens twice per year: May & December.

**Students must apply for the term in which they will graduate, not the term in which they will participate in commencement.** The table below may help you answer your students’ questions about when to apply and for what term .

I will finish all course requirements (grades posted) no later than:	So I should apply for the following graduation term	And I may walk in this commencement ceremony
Spring semester	May	Spring/May
Any summer term	August	Spring/May*
Fall semester	December	Fall/December

*\*Students completing all coursework in August may choose to walk in the December commencement ceremony; however, students applying for August graduation will have their names appear in the May Commencement Ceremony program. Contact the dean’s office for information.*

- ◇ Students should make sure all majors, minors, and certificates are listed correctly on their Degree-Works prior to applying to graduate.
- ◇ Students are charged a \$15 fee each time they apply to graduate.
  - If a student applies to the wrong term, he/she must contact the graduation unit via email to [graduation@appstate.edu](mailto:graduation@appstate.edu) and request that this application be removed. The student must then reapply for the correct term.

<http://www.cas.appstate.edu/students/undergraduate-academic-services>

### Registrar’s Office Phone Numbers

Main Line: 262-2050

Service Desk	262-6818	Student Records	262-2051
Registration Center	262-3135	Surcharge Questions	262-7961
Graduation	262-2051	Transcripts	262-2052
Transfer Services	262-7877	DegreeWorks	262-6402

